

*Welcomes your interest in the position of*

## Court Administrator II Isanti County

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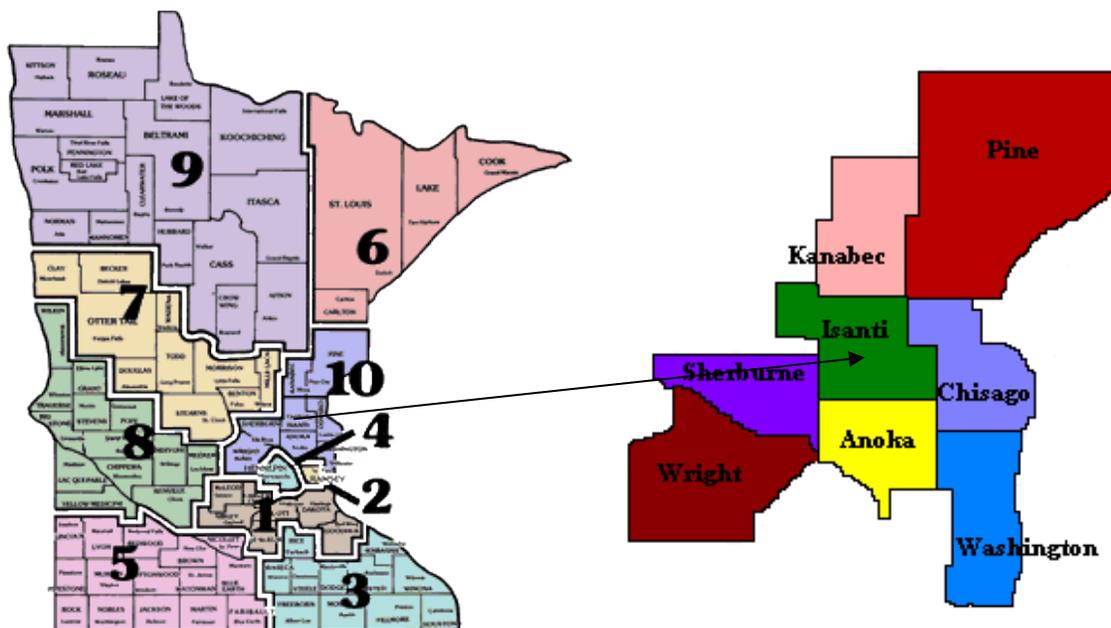
### Court Administrator II

This is a highly responsible management position in the Minnesota State Court System. The Court Administrator serves as the administrative head of the court system in Isanti County. The Constitution of the State of Minnesota establishes the court administrator position who serves at the pleasure of the judges of the District.

### About the Court:

The court administration team consists of a court administrator, two supervisors, and 9 full-time staff. In the past year Isanti had over 7,000 case filings with an Assessed Judge Need of 2.2 judges. Filings have increased approximately 7% the past two years. Isanti County has two judges, each of whom has a court reporter and law clerk.

Isanti County is part of the Tenth Judicial District. In addition to Isanti, the Tenth Judicial





District also includes the counties of Anoka, Chisago, Kanabec, Pine, Sherburne, Washington, and Wright. Forty-five judges serve the district, which is the second largest of Minnesota's ten judicial districts. Minnesota has a single level trial court of general jurisdiction.

### **About the County:**

Isanti County is located in east central Minnesota, in relatively close proximity to the metro areas of the Twin Cities, St. Cloud and Duluth. Isanti County is comprised of 3 cities and 13 townships. It is one of the fastest growing counties in the state, with the population around 38,000 in 2013. Between 2010 and 2030, the MN State Demographic Center expects the county's population to grow 53%. The courthouse is located in the county seat of Cambridge, which is the center of this growth. The increased population and business growth in and around Cambridge have elevated the community to the status of a 'regional hub' in East Central Minnesota for shopping, services, entertainment, employment and education. Cambridge residents enjoy a community that maintains its 'small town' feel, yet is only 45 minutes from the metropolitan Minneapolis-Saint Paul entertainment and sports venues.

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### **About The Position:**

This is highly responsible supervisory, administrative, and participatory work as the Court Administrator in the Isanti County District Court.

Incumbents in these positions serve as the administrative head of the court system in the county and are responsible for organizing, directing and coordinating, through supervisors or deputies, the activities of subordinates engaged in the direct processing of cases as well as related staff support. Work includes the overall management of the civil, criminal, traffic, family, probate, mental health, juvenile, and conciliation caseload functions. Work is performed with independence under the supervision of the Chief Judge and Judicial District Administrator who review work based on reports, conferences and results achieved.

Typical duties of the Court Administrator II include, but are not limited to:

- Develops a preliminary court budget for submission to the Judicial District Administrator; forecasts revenues and expenditures, participates in budget hearings at the district level; participates in the development of performance measures; allocates staff to fulfill the operational needs of the court.
- Coordinates, organizes and supervises the management (through subordinate supervisors as necessary) of the various case processing activities of the court with regard to guidelines, work procedures, and caseflow management. Maintains statistical records of caseflow to determine needs.
- Oversees record management including computer operations, record retention, storage of records, local recordkeeping, and reporting of court minutes.
- Supervises the financial aspects of local court operations including the collection, receipt and accounting for fees, fines, bonds and escrow funds; maintains safe custody of funds and valuables, invests or distributes funds, and maintains financial records; prepares and reviews periodic financial, statistical and other administrative reports.
- Interprets and executes statutory mandates, rules of court, and judicial system policies as they relate to administrative matters.
- Assigns or supervises and directs the work of all non-judicial employees of the Court Administrator's Office. Directs court personnel management including recruitment, hiring, training, motivation, performance evaluation, assignment, discipline, and discharge. Administers judicial personnel regulations and the provisions of collective bargaining contracts.
- Assists the judiciary and the Judicial District Administrator in the formulation and implementation of policy. Develops or modifies procedures to insure compliance and supervises their implementation; evaluates the ability of the functions carried out and makes recommendations for program changes.
- Formulates and implements policy with respect to the operation of court administration at the county level, not in conflict with the district administrator's policies; develops or modifies procedures to insure compliance and supervises their implementation; evaluates the quality of court administration functions and makes program changes as necessary.
- Implements the local trial court automated information system; coordinates with Judicial District Administrator regarding system modifications and training.
- Plans and organizes space management; plans court facilities, maintenance of buildings, and security of facilities. Meets with officials to plan and monitor procedures, office layout and design.

- Advises judges and lawyers concerning the administrative procedures of the court; identifies deficiencies in documents submitted by litigants and counsel. Drafts proposed orders upon request.
- Analyzes and prepares court security plans and coordinates with local law enforcement on high-risk trials.
- Represents the court in non-judicial matters with others such as sheriff, public groups, news media, committees, planning groups and the general public.
- Prepares routine and special reports of activities to promote the more efficient and effective management of the court system, suggesting changes to the local trial court judges and the Judicial District Administrator.
- Analyzes and recommends cost containment measures for jury operations to the trial court judges and the Judicial District Administrator.
- Determines educational and training plans for staff.
- Conducts continuing research and evaluation of court programs and operations, including the development and application of improved methods of administration for the purposes of increasing the efficiency and effectiveness of court administration.
- Resolves complaints on court related matters from the public, law enforcement, attorneys and others.

#### Examples of Knowledge, Skills, and Abilities

- Knowledge of court procedures and policies, legal documents, laws, and legal factors pertaining to the various divisions and functions of the unified district court.
- Knowledge of the organization, operations, functions, and scope of authority of the unified district court.
- Ability to make work-related decisions in accordance with laws, regulations, and court policies and procedures.
- Ability to supervise the maintenance of a variety of complex records and prepare reports from such records.

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### **Qualifications**

(Any combination of training and work experience which indicates possession of the knowledge, abilities and skills listed above).

Graduation from an accredited college or university with a Bachelor's degree in business, public administration, court administration or related field; supplemented by court supervisory experience or other legal experience.

A Court Management Program (CMP) Certificate or certification as a Fellow of the Institute for Court Management, National Center for State Courts, is

desirable.

### **Compensation & Benefits:**

The salary range for this position is \$26.67-\$45.49 hourly (\$55,687 – \$94,983 annually).

The Court offers an excellent benefits package that includes:

- Health and dental insurance
- Retirement plan
- Deferred Compensation
- Health Care Savings Plan
- Life, Disability, and Long Term Care Insurance
- Life Insurance Policy
- Vacation, Sick, and Holiday leave

### **To Apply:**

Interested candidates should apply online at <http://agency.governmentjobs.com/mncourts> by submitting a cover letter, resume and completed application.

The application deadline is Monday, February 23, 2015 at 11:59pm.

*Successful candidate will be required to pass a criminal background check prior to appointment.*

*Successful candidate may be required to serve a probationary period upon appointment.*

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